

NH Public Works Mutual Aid Program

c/o NH Municipal Association
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TO: NH Public Works Mutual Aid Program Board of Directors

DATE: December 11, 2002

RE: December 3, 2002 Minutes

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held at the NH Municipal Association Office Building at **9:00 am on Tuesday, March 4, 2003**. If you are unable to attend this meeting, please contact Kathy DesRoches at UNH T² Center, 800-423-0060. A copy of the minutes from the Board's December 3, 2002 minutes are attached.

A tentative agenda has been established as follows. If you have additional items to be placed on the agenda, please contact Chair Pete Lavoie.

Meeting Agenda

1. Meeting Minutes
2. Review of Any Activation
3. Communication Devices
4. Membership Status Report/Recruitment
5. Committee Membership
6. Training
7. Video
8. Other Business
9. Next Meeting

PRESENT:

Chair: Peter Lavoie, Director of Community Services (Dover)

Secretary: Kathy DesRoches, Assistant Director (UNH T² Center)

Ed Betz, Director of Public Works, Peterborough

Gregg Champlain, OEM

Chum Cleverly, Director of Public Works, Bow

Steve Gray, Highway Maintenance Engineer, NHDOT

Richard Lee, Director of Public Works, New London

Guests:

Dave Foster, City Engineer, Somersworth

- This meeting of the NH Public Works Mutual Aid Program was called to order by Peter Lavoie at 9:10 am.

I. Approval of Minutes

- Motion, "to accept minutes" Cleverly, Gray, approved

II. Activation

- None at this time.

III. Communication Devices

- Cleverly suggests that we order 4-5 radios
- Gray suggested we purchase Nextell phones
- Lavoie will contact NHOEM for suggestions as to what to purchase.

IV. Membership Status Report

- Nashua, Meredith and Keene have joined.

V. Training

- Hazmat training was successful about 30 people attended.
- Orientation at NHMA was also successful with about 20 people in attendance.
- Would like to do ICS training for people in the "field." Tatro will take the training
- DesRoches will do a survey to see what type of training people would like to have. Ideas include, tabletop, hazmat, first aid, record keeping for emergencies and ICS.

VI. NHOEM Grant

- Champlain requested a year end report. Should consist of a narrative and financial broken out by area. Lavoie will work with NHMA to complete

VII. Video

- The video has been completed and shown at meeting
- Will have 500 made
- Will distribute to Road Agents with accompanying materials...
 - Brochure
 - Agreement
 - List of Board Members
 - List of Current Members
- DesRoches will send a list to NHMA for distribution.

VIII. Other Business

- Committee Membership
 - Champlain will contact Russell & Wright
 - Lavoie will contact the Road Agent's Association

Next Meeting March 4, 2003 at 9:00 NHMA
Meeting adjourned at 11:15 am

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center